

**CANYONS SCHOOL DISTRICT  
LIBRARY MEDIA-DISCARDED BOOKS**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Licensed Media Specialist's Signature: \_\_\_\_\_

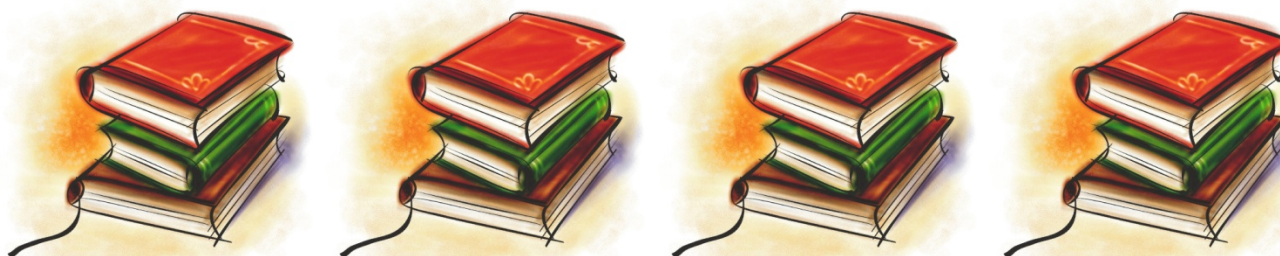
Grade level of books: \_\_\_\_\_ Condition of books: \_\_\_\_\_

Contact Person at School: \_\_\_\_\_

Location where books are stored. Room #: \_\_\_\_\_

Total Number of Boxes: \_\_\_\_\_ Total Number of items: \_\_\_\_\_

**Note: Surplus media equipment must be submitted on the Fixed Asset Form #5107243, available from Central Warehouse.**



In order to maintain a current base of resources in a library media center, it is necessary to “weed” a library collection when materials become worn out, out-dated, or fail to meet curriculum needs. The following guidelines should be followed to appropriately discard library media books and materials.

- ✓ The licensed, library media specialist are responsible for “weeding” the library media collection based on the condition of the materials-worn out, damaged, out-dated, or fail to meet curriculum needs. The process includes removing the items from the circulation inventory.
- ✓ The discarded materials will be offered to teachers in the school for classroom and school use only.
- ✓ Materials not wanted by the teachers in the school will be boxed in sturdy boxes and labeled with the school name, appropriate grades of the materials (K-6, 7-9, or 10-12) and the total number of books in each box.
- ✓ The school media specialist (secondary)/school media assistant (elementary) will submit to **Gayle Christensen in Purchasing (801-826-5391)** the **Library Discarded Books** form including information on the available discarded books and materials, including the school name, appropriate grades of the materials (K-6, 7-9, 10-12), and the total number of items being discard.
- ✓ The Purchasing Department will dispose of the media books and materials in an appropriate manner.